

**Government of the District of Columbia
Department of Parks & Recreation**

**Fiscal Year 2022
REQUEST FOR APPLICATION (RFA)
Columbia Heights Civic Plaza**



Department of Parks and Recreation invites the submission of applications for funding to support recreation programming at the Columbia Heights Civic Plaza (CCCCP), 14th and Girard Park and Unity Park.

Deadline Date: March 4, 2022

**APPLICATIONS THAT ARE NOT RECEIVED BY THE SUBMISSION
DEADLINE OR THAT FAIL TO ADDRESS SECTIONS I THROUGH IX
WILL NOT BE CONSIDERED FOR FUNDING**

GENERAL INFORMATION

I. INTRODUCTION

The District of Columbia, Department of Parks and Recreation, operates a variety of parks and civic plazas across the District of Columbia neighborhoods. In the Columbia Heights neighborhood, DPR operates the following, among others:

The Columbia Heights Plaza (CCCP) is a hub of community activity that includes a farmer's market, holiday tree lighting and children's theater. Its outdoor café seating and benches ensure it is a vibrant gathering space in the neighborhood.

14th and Girard Park includes open space, open seating, landscaping, game tables, lighting and basketball and play surfaces. It also includes a play fountain, and two bathrooms.

Unity Park includes open park space, a fountain, lighting, seating and greenery/landscaping, and a walkway. The park is bounded by Columbia Road NW and Champlain and Euclid streets NW.

DPR is pursuing a Grantee who can activate the CCCP and parks above for DC residents and visitors with diverse pop-up recreation and leisure activities for all age groups in support of DPR's Mission to promote health and wellness; conserve the natural environment; and provide universal access to parks and recreation services, and to support DPR's Vision to:

MOVE - provide all residents affordable, enjoyable opportunities for physical fitness and recreation;

GROW - support personal development among residents through self-enrichment activities; and

BE GREEN - promote practices that connect residents to their local environment.

II. BACKGROUND

DC Code §10-213 provides that DPR

....shall conduct, direct, or cause to be conducted or directed, under its supervision, a comprehensive program of public recreation which shall include the operation and direction of games, sports, arts and crafts, hobby shops, music, drama, speech, nursery play, dancing, lectures, forum for informal discussion, and such other physical, social, mental, and creative opportunities for leisure-time participation ...in major recreation centers, playfields, athletic fields, playgrounds, tennis courts, baseball diamonds, swimming pools, beaches, golf courses, community centers, and social centers in schools, parks, or other publicly owned buildings, as well as other recreational facilities....

Accordingly, DPR's strives to enhance the quality of life and wellness of District of Columbia residents and visitors by providing equal access to affordable and quality recreational services, by

organizing programs, activities and events, and by building and maintaining safe and beautiful open spaces and recreational amenities.

One way that DPR accomplishes its missions is by enhancing the physical, mental, and social well-being of residents and visitors by providing quality, customer-focused leisure and learning opportunities in more than Four Hundred (400) safe parks and facilities. These leisure and learning opportunities are amply demonstrated through the quality, diversity, and quantity of programs that are available to DC residents.

DPR recognizes the need to look beyond traditional approaches to providing services and values the participation of other organizations in an effort to broaden DPR's outreach, expand its focus on holistic programming and make more efficient use of its recreation spaces.

Moreover, the "Parks and Recreation Grant-Making Authority Amendment Act of 2021" (Fiscal Year 2022 Budget Support Act of 2021, Act 24-176 (November 13, page 85), in accordance with the Grant Administration Act of 2013, effective December 24, 2013 (DC Law 20-61; D.C. Official Code 1-328.11), the Department of Parks and Recreation shall award a Grant:

... one or more grants that total not less than \$50,000.00 for regular activation of spaces in Ward 1 at Columbia Heights Civic Plaza, 14th and Girard Park and Unity Park....

As such, DPR is seeking a Grantee who can provide recreation and leisure activities provided for under its authority.

III. SCOPE

The Department of Parks and Recreation, Office of Partnerships and Development, is seeking applications on a competitive basis from DC Non-Profit Corporations, with a focus on programs involving pop-up programs for DC residents in the CCCP, 14th and Girard and Unity Park spaces.

- A. Grant funding will be awarded if Grantee can demonstrate that it can operate programs within a broad framework during the period of May 1, 2022 through September 30, 2022, that may include the following:
1. Program spaces with consistently scheduled outdoor fitness, athletic, arts and cultural, and wellness activities for diverse populations;
 2. Host educational/instructional demonstrations for environmental, health, cooking, gardening, conservation, urban farming and other leisure recreational activities;
 3. Convene community walking and nature tours originating and ending in these spaces;
 4. Convene pop-up fitness events;
 5. Provide holiday and other public entertainment;

6. Conduct participation outreach to socioeconomic challenged groups;
7. Provide adequate staff and clean up for safety;
8. Provide event and marketing, social media and other co-branding materials with DPR's logo.
9. Programs SHOULD NOT INCLUDE any involving the direct supervision of children or youth;
10. Programs SHOULD show compliance procedures with laws, Executive Orders and DPR policy as to emergency operations, Covid-19 safety protocols, cleaning and contract tracing requirements; and

Target Population

All DC residents, with a focus on marketing to ensure participation by 1) socioeconomically disadvantaged groups, 2) racially and ethnically diverse groups, and 3) diverse age groups.

B. Eligible Organizations/Entities

An application is being requested from District of Columbia Non-Profit Corporations in good standing and with clean hands, with a focus on programs involving outdoor recreation and leisure activities. The Grantee shall have demonstrated experience in providing public activities for DC residents.

IV. GENERAL PROVISIONS

A. Source of Grant Funding

The "Parks and Recreation Grant-Making Authority Amendment Act of 2021" (Fiscal Year 2022 Budget Support Act of 2021, Act 24-176 (November 13, page 85), in accordance with the Grant Administration Act of 2013, effective December 24, 2013 (DC Law 20-61; D.C. Official Code 1-328.11), the Department of Parks and Recreation shall award a Grant:

... one or more grants that total not less than \$50,000.00 for regular activation of spaces in Ward 1 at Columbia Heights Civic Plaza, 14th and Girard Park and Unity Park.....

B. Award Period

The term of this grant shall be from May 1, 2022 through September 30, 2022.

C. Grant Award and Amounts

Grantor will review all of the proposals as set forth in this RFA and will award one grant in the amount of fifty thousand dollars (\$50,000.00). No funding shall exceed this amount and funds will be awarded subject to 1) the execution of a written grant agreement, 2) any waiver required

from the Executive approving the funds, if applicable, and 3) funding availability. A selected grantee shall not reasonably rely on the funds at any time before funds are remunerated.

D. Use of Funds

Funds may be used to accomplish the purposes of the grant as specified in the Request for Applications, the Grantee's Proposal, and the executed grant agreement.

E. Contact Person

For further information, please contact the Grant Administrator:

D.C. Department Parks & Recreation
Attention: Tommie Jones
Office of Partnerships and Development
1275 First St., NE, 8th Floor Washington, DC
20002
Tommie.Jones@dc.gov
Telephone #: (202) 671-0089

F. Explanations to Prospective Grantees

Applicants are encouraged to email their questions to the DPR Office of Partnerships and Grants at Tommie.Jones@dc.gov before February 10, 2022 at 5p.m. Questions received after the deadline date shall not receive responses.

V. COMPLIANCE

A. General Responsibilities

i. Application

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

ii. Records

The Grantee shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee shall provide DPR monthly reports as to programming, costs, and number participants served. Grantee can provide photographs or other reports to show the program success. Grantee shall provide incident reports through Office Of Risk Management, e-risk system.

The Applicant shall promise to provide the Grant Administrator, and other authorized representatives of the Department of Parks and Recreation and the District government, such access to program and financial records as may be necessary for monitoring purposes. The Applicant shall be able to retain all records for at least three (3) years following final close-out of

the grant.

B. Monitoring

The DPR Office of Partnerships and Development or his/her designee shall monitor and assess the performance of the Grantee according to the scope of work and related service delivery standards set forth in the grant agreement.

The Grantee shall provide the DPR Office of Partnerships and Development and other authorized representatives of DPR and the District government, such access to its records and staff as may be necessary for monitoring purposes.

DPR shall assign a staff person to monitor the project. The DPR Office of Partnerships and Development or his/her designee shall review all written policies and procedures applicable to the project, review all required reports, conduct site inspections, and hold periodic conferences with the Grantee to assess the Grantee's performance in meeting the requirements of the grant agreement.

Reports shall include: 1) photographs, 2) accounting, 3) narratives and explanation of programming, 4) brochures/marketing materials, and 5) data regarding participants and outcomes.

C. Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352, 42 U.S.C. § 2000a *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

In accordance with the DC Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code §2-1401.01 *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily, offense, and place of residence or business, or other protected classes. Sexual harassment is a form of sex discrimination which also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Grantee may be required to funds back for violations of this Act. Grantor may withhold funds for allegations of violations of this Act.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167, D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served.

VI. APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, completed applications must be e-mailed to

Gabrielle.Priest@dc.gov prior to the deadline for consideration and be received no later than Friday, March 4, 2022. The application will be recorded upon receipt and immediately assessed and scored to determine a selected Grantee. Applications submitted after the deadline will not be considered for funding.

VII. REVIEW AND SCORING OF APPLICATION

A. Review Panel

A review panel will be composed of neutral, qualified, professional individuals from DPR who have been selected for their unique experiences in recreation service, data analysis, budget, evaluation, and programmatic planning and implementation. Those persons scoring the proposals will confirm that they have no conflicts of interest.

The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. Neither the Mayor nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.

Scores and award amounts are non-appealable. Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, a Grantee will be announced publicly and an award letter may be subject to release (with redactions as allowed by law) under the District's Freedom of Information Act. District officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full. DPR shall make the final funding determination.

B. Scoring Criteria

Applicant' proposal submissions will be objectively reviewed against the following criteria.

i. Criterion A: Program Design (Total 40 Points)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(15 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population. In addition, information will be provided that describes how the program will encourage the proposed target population to take the steps necessary to choose positive and healthy lifestyle methods for leisure, fitness or opportunities to learn. The proposal also clearly specifies how it will help the target population and describes how it will follow through with ensuring that they

receive the intended opportunity to participate in public recreational activities. **(15 points)**

3. The proposal contains a uniquely designed program or special event that aligns with international recreational program trends and bolsters excitement and participation in public recreation **(10 points)**

ii. Criterion B: Organizational Capability and Relevant Experience (Total 30 Points)

1. The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant. **(15 Points)**
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(15 Points)**

iii. Criterion C: Sound Fiscal Management and Reasonable Budget (Total 30 Points)

1. The applicant demonstrates that the proposed budget is directed to actual program benefits with limited administrative overhead. **(15 Points)**
2. The applicant demonstrates the activities proposed align with DPR's mission to provide public recreation and leisure activities to all DC residents at no cost to the public. **(15 Points)**

C. Decision on Award

The final decision on the award rests solely with DPR. After reviewing the scoring of the review panel DPR shall decide no later than Friday March 18, 2022. Grantee will be notified by the email address that they provide in the application and will be invited to sign a grant agreement no later than March 31, 2022.

SECTION VIII. APPLICATION FORMAT

A. Applicant is required to follow the format below and each application must contain the following information:

1. Applicant Profile (See Attachment A)
2. Table of Contents
3. Application Summary
4. Project Narrative
5. Program Budget and Budget Narrative (Attachment G)
6. Appendices A-F (Attached)
7. Living Wage Act Certification (Not counted in page total, Attachment H)

The maximum number of pages for the total application cannot exceed 10 pages.

B. Description of Application Sections

The purpose and content of each section is described below. Applicant should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

C. Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment B.

D. Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

E. Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- a. Specific, measurable program objectives for the service area of the application;
- b. Specific service(s) to be provided;
- c. Detailed work plan for activities;
- d. Proposed impact of the project due to the involvement of your organization;
- e. History with the specified community in general; and
- f. Experience with serving families within the community in this capacity - if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

F. Program Budget and Budget Narrative

A standard budget form is provided in Attachment F. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures, if applicable:

- a. **SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.
- b. **FRINGE BENEFITS:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- c. **CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.
- d. **TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
- e. **SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.
- f. **CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over Three hundred dollars (\$300).
- g. **COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities.
- h. **OTHER DIRECT COST:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.
- i. **INDIRECT COST / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the DPR or another appropriate Federal agency.
- j. **APPENDICES:** This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:
 - 1. IRS determination letter;
 - 2. Audited Financial Statement;
 - 3. Roster of the Board of Directors;
 - 4. Proposed organizational chart for the Grant;
 - 5. Organizational budget (as opposed to project budget);
 - 6. Letters of support or summary of previous grant accomplishments;
 - 7. Staff bios (if applicable); and
 - 8. Planned job descriptions (if applicable).
 - 9. DC Basic Business License
 - 10. DC Clean Hands Certificate/Certificate of Good Standing
 - 11. Social Media Handles

SECTION IX. APPENDICES A-F

Appendix A

Checklist for Applications

1. The applicant organization/entity has responded to all sections of the Request for Applications.
2. The applicant has obtained a clean hands certificate.
3. Signed W-9 (Request for Taxpayer Identification and Certificate)
4. IRS Letter of Determination
5. IRS Form 990 District of Columbia Certificate of Incorporation
6. The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
7. The application, to be considered for funding, must be e-mailed to Gabrielle.Priest@DC.gov prior to the deadline submitted.
8. The Work Plan is complete and complies with the format found in Attachment B of the RFA.
9. The Staffing Plan is complete and complies with the format found in Attachment C of the RFA.
10. The Program Budget is complete and complies with the format found in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
11. Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment E of the RFA, for each collaborative partnership entered into.
12. The appropriate appendices, including program descriptions, staff qualifications, individual résumés, licenses and other supporting documentation are enclosed.
13. The application is submitted to Office of Partnerships and Development Point of Contact's email on the deadline of **Friday March 4, 2022**.

Appendix B

Applicant Profile

Place this form at the front of the application

Applicant's Name and Title: _____

Organization Name: _____

Non-Profit Organization ID: _____

Business Address: _____

Phone Number: _____

Fax Number: _____

Organization Mission: _____

Organization Annual Budget: _____

Appendix C

Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicant should refer to the regulations cited below to determine the certification to which they are required to attest. Applicant should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement)" and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

DC Department of Human Services, Office of Program Review Monitoring and Integrity 64 New York Avenue, NE, Washington, DC 20002

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Appendix D
CCCP Program
Budget

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	NOTES	TOTAL
Personnel			
Fringe Benefits			
Program			
Equipment			
Supplies			
Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead			
Total			

Appendix E

GOVERNMENT OF THE DISTRICT OF COLUMBIA LIVING WAGE ACT OF 2006 CERTIFICATION

CERTIFICATION:

Pursuant to the Living Wage Act of 2006, as amended (D.C. Law 16-118, D.C. Official Code §2-220.03 *et seq.* (2010)), all recipients of government assistance in the amount of \$100,000 or more shall pay their affiliated employees no less than the living wage. All subcontractors of recipients that receive funds of \$15,000 or more shall pay their affiliated employees no less than the living wage; provided, that this receipt of funds is from the funds received by the recipient from the District government. All subcontractors of recipients of government assistance shall pay their affiliated employees the living wage if the subcontractor receives \$50,000 or more from a recipient; provided, that this receipt of funds is from government assistance received by the recipient from the District of Columbia.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act.

Please check the appropriate box:

☐

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

☐

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$13.80 per hour.

☐

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Living Wage Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (D.C. Law No. 16-118, D.C. Official Code § 2-220.01 *et seq.* (2010)) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia under D.C. Official Code § 32-1301 *et seq.*).

SIGNATURE

Name (Please print)

Title

Signature

Date



DISTRICT OF COLUMBIA DEPARTMENT OF PARKS AND RECREATION
GRANTEE APPLICANT WAIVER AND RELEASE OF LIABILITY FORM



Appendix F

**WAIVER, HOLD HARMLESS, BACKGROUND CHECK
and INSURANCE AGREEMENT**

We _____ (Name of Grantee Applicant)

hereby take action for itself, its administrators, representatives and agents, and states as follows:

(A) **We WAIVE, RELEASE, AND DISCHARGE** any and all District officials, agents and employees, current and former, and/or representatives (each a “District Party” and collectively the “District Parties” or the “District”) from any and all liabilities, claims, penalties, suits, demands, judgments, costs, interest, and expenses (including, attorneys’ fees and costs) (each a “Loss” and collectively “Losses”) including, but not limited to, Losses from or connected to any participant’s death, disability, personal injury, loss damage or theft of participant’s property or actions which may occur to participant in connection with the Grantee’s Activities including traveling to and from this Activity arising from either the Grantee or from participant’s recklessness or intentional acts;

(B) **We AGREE TO INDEMNIFY and HOLD HARMLESS** the District, for, from, and against any and all losses arising or resulting from participation in or travel to and from Grantee’s Activities and/or from participant’s recklessness or intentional acts;

(C) **ACKNOWLEDGE THAT OUR PROGRAMS ARE NOT THE RESPONSIBILITY OF DPR AND ARE NOT DPR PROGRAMS;**

(D) **NOTWITHSTANDING SECTION C, WE FULLY AGREE TO PERFORM AND MAINTAIN CURRENT CRIMINALL BACKGROUND CHECKS FOR OUR STAFF THAT DIRECTLY SUPERVISE CHILDREN, PURUSUANT TO THE CHILD YOUTH SAFETY AND HEALTH OMNIBUS ACT OF 2005, D.C. Official Code 4-1501 et seq.**

(E) **WE AGREE TO MAINTAIN** Workers’ Compensation insurance covering full liability in accordance with District of Columbia law, if applicable, and Employer’s Liability insurance of at least \$1,000,000; Comprehensive Commercial General Liability insurance with coverage on an “occurrence” basis of at least \$1,000,000 covering bodily injury, personal injury, death and property damage; and Automobile Liability Insurance of not less than \$1,000,000 combined single limit covering bodily injury, death and property damage; and Umbrella liability insurance coverage of at least \$2,000,000, for the duration of the grant period. Insurance carriers providing coverage shall be licensed to provide such services in the District of Columbia.

I certify that I have read this AGREEMENT and that I fully understand its content. I certify that I am
AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF
_____GRANTEE APPLICANT.

Signature

Date

Print Telephone Number and Corporate Address